

Professional and Managerial Branch  
Fiscal and Tax Administration Group  
Fiscal Series

**COMPTROLLER**

09/00 (JAS)

*Summary*

Under general direction, as a department head, manage the City's centralized accounting and financial functions and allied services for the general public, and act as a key financial advisor to the City administration.

*Typical Duties*

Plan, develop, organize and implement centralized general and grant funds accounting operations, financial reporting, treasury services and other delegated fiscal functions. Involves: establishing new and changed City wide fiscal policies and methods in collaboration with the Chief Financial Officer; ensuring compliance with statutory requirements and generally accepted accounting principles and department rules; advising on proper courses of action regarding fiscal matters such as investment of excess money, and effects of tax revisions and expenditures; recommending ordinances and resolutions, and major operational adjustments in order to safeguard the validity and reliability of the City's manual and computerized accounting data bases which includes reviewing staff proposals for solving problems associated with integration or decentralization of processing practices; participating in development of short and long range plans for general government functions and collaborating in preparation of comprehensive annual budgets by estimating City's current fiscal well being.

Coordinate and control areas of fiscal activity including financial statements, general ledger, accounts payable and receivable, payroll, investments and grants. Involves: directing department staff in or executing preparation of required financial reports for the Mayor, Council, City departments and Federal or State agencies detailing income, expenses and earnings, and legal advertising supporting financial statements and amortization schedules in connection with bond issues; overseeing and approving receipts and deposits of collections, reconciliation and balancing of City's demand, bank, fiscal agent and corporate trustees' accounts, and determination of capital equipment depreciation rates; examining City's accounts and claims or demands for or against the City, assembling necessary information for preparation of Comprehensive Annual Financial Report (CAFR) on a timely basis as required by law in conjunction with external auditor, and arranging for and reviewing reports on periodic or special independent audits; conferring with and making presentations to financial institution representatives, City officials and department heads, boards and commissions, and civic groups and citizens to communicate official plans, policies and procedures; certifying availability of funds and signing checks.

Direct department administration. Involves: conducting cost-benefit, statistical or other analyses, and reviewing unit funding requests, and suggested program improvements and staffing changes to prepare internal consolidated annual budget, and set and measure organization performance; participating in capital improvement planning by recommending new or modified facilities or equipment, and preparing related specifications; monitoring use of budgeted funds by recording and analyzing purchase, repair, personal services and other costs to minimize expenditures for which accountable in accordance with established City financial policies and procedures; overseeing operation and upkeep of computerized financial and accounting systems; obtaining and maintaining internal payroll and related employee records, requisitions and purchase order documents; monitoring execution of contracts for services and supplies in accordance with City procurement policies and procedures.

Supervise supervisory and non-supervisory executive, professional/managerial, and general services personnel as assigned. Involves: determining and preparing work schedules, and expediting work flow; assigning duties, issuing written and oral instructions and checking work for exactness, neatness, and conformance to policies and procedures; guiding subordinates to overcome difficulties encountered in performing duties; evaluating performance, coaching, and arranging for or conducting training and development activities; enforcing personnel rules and regulations, standards of conduct, work attendance and safe working practices; maintaining supervisor-subordinate harmony and resolving grievances; interviewing and hiring applicants; making staffing and job design changes and terminating employees.

Perform miscellaneous related managerial and administrative duties as required. Involves: substituting, as qualified, for peers or subordinates during temporary absences by carrying out specifically delegated functions to maintain continuity of normal services; conducting special studies; serving on ad hoc committees or representing the City at various conferences and meetings as instructed; preparing and presenting special and recurring reports and recommendations containing technical data and cost estimates effecting department activities for review by City officials and other executives; maintaining awareness of trends in the profession and technological developments.

*Minimum Qualifications*

Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree in |

Accounting, Finance, Business or Public Administration, or a closely related field of study; plus eight (8) years performing progressively responsible professional accounting or financial functions, including two (2) years in a municipal, local or other governmental entity, and four (4) years administrative and supervisory management of a related major division or organization; or an equivalent combination of training and experience.

Knowledge, Skills and Abilities: Comprehensive knowledge of: financial and business management theories and principles; modern municipal accounting and professional administrative practices, including purposes and interactions of public finance, fiscal planning, budgetary, payroll, general ledger, and accounts payable and receivable functions; Considerable knowledge of: internal control methods and management information systems, including office automation and computerized financial applications; generally accepted accounting principles; governmental accounting, auditing and financial reporting procedures and standards; statutory requirements of accounting procedures and controls; second or higher level supervision. Good knowledge of tax laws and regulations pertaining to municipal government.

Ability to: manage department functions to achieve goals within budget and available resources; design and implement new and improved standardized accounting systems and policies; administer computerized accounting systems; analyze, interpret and maintain critical City fiscal records and financial statements; enforce adherence to generally accepted accounting principles and statutory requirements; exercise sound judgment to solve complex problems such as establishing and maintaining internal controls and corrective procedures to prevent or adjust financial and accounting errors and complaints having widespread or long term internal or external consequences; establish and maintain effective working relationships with fellow employees, officials and the general public to coordinate department activities with other departments and agencies; provide leadership to and motivate assigned personnel; fairly and impartially exercise managerial authority through subordinate supervisors; express oneself clearly and concisely both orally and in writing to persuasively present findings of technically complex special and periodic fiscal and cost of service studies and forecasts, and provide professional advice for use in strategic decision making by City officials.

Skill in operation and care of: personal computer, including word processing and spreadsheet software; mainframe computer system terminal to up or down load accounting and financial information.

Licenses and Certificates: Possess Certified Public Accountant (CPA) License by time of appointment.

Special Requirement: Be bondable. Reside within City limits.

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Director of Personnel

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Department Head